



Langton Matravers Parish Council

Publication Scheme (Freedom of Information Act 2000)

Published information (The Scheme)

The following information is available to members of the public via the Council's website langtonmatravers-pc.org:

- Minutes of all Council meetings held during the past two years.
- Agenda and Clerk's report for forthcoming Council meetings.
- Agenda and Clerks reports of Council meetings held during the last two years.
- Standing Orders of the Council.
- Code of Conduct.
- Policies, procedures, protocols and terms of reference issued by the Council.
- Data Processing Statement (GDPR).
- Privacy Notices (GDPR).
- Finance Regulations.
- Assets Register.
- Risk Assessment.
- List of Councillors.
- Councillor's Declarations of Interest.
- Copy of the Annual Financial Return for the last 6 financial years.
- Annual Statutory Report by the External Auditor on the Accounts for the last 6 financial years.
- Annual Report of the Internal Auditor for the last 6 financial years.
- Allotment Lease template.
- Table of Fees and Regulations concerning the Council's Cemetery.

Non Published Information

Information held by the Council that is not published under the above scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

However, this does not mean the Council is always obliged to provide the information. In some cases, there will be a good reason why the Council should not make public some or all of the information requested.

The Council can refuse an entire request under the following circumstances:

- It would cost too much or take too much staff time to deal with the request.
- The request is vexatious.
- The request repeats a previous request from the same person.

In addition, the Freedom of Information Act contains a number of exemptions that allow the Council to withhold information from a requester. In some cases, it will allow the Council to refuse to confirm or deny whether it holds information.

Some exemptions relate to a particular type of information. Other exemptions are based on the harm that would arise or would be likely arise from disclosure, for example, if disclosure would be likely to prejudice a criminal investigation or prejudice someone's commercial interests.

There is also an exemption for personal data if releasing it would be contrary to the General Data Protection Regulation (the GDPR) or the Data Protection Act 2018 (the DPA2018).

Charging

The Council may at its discretion provide to a requester information which it has already published or is exempt from providing due to excessive cost. In such a case the Council will levy a charge to cover staff time and other disbursements.

Approved by resolution of the Council, 12th May 2016

Reviewed and approved without change by resolution of the Council, 11th May 2017

Reviewed and approved without change by resolution of the Council, 10th May 2018

Revised and approved by resolution of the Council, 11th May 2023